

SECRETNPIC/PD 72-65
10 March 1965

MEMORANDUM FOR: Executive Director, NPIC

THROUGH : Assistant for Administration, NPIC

SUBJECT : Publications Division Report for 31 January
through 27 February 1965

1. The Publications Division completed 208 publications during the 4-week period ending 27 February 1965, including 65 MILOB's, 56 MCI's, and 10 SAM-site reports. These publications contained a total of 3491 pages and 862 illustrations. In addition to the illustrations in publications, the division produced 863 other graphics, including 253 briefing boards and 277 Vugraphs.

2. Compared with the previous reporting period, production per normal working day increased as follows: number of publications, 53.5%; number of pages in publications, 60.4%; number of illustrations in publications, 45.6%; and number of other graphics 90.7%. Since the past MIS month is essentially comparable with calendar February 1964, a month in which production was high, comparisons between the two are of interest. During the past MIS month, Publications Division production exceeded that of February 1964 by 46.5% in number of reports, by 31.9% in number of pages, by 21.4% in number of illustrations in publications; and by 38.1% in number of other graphics. Chief factors accounting for the high level of production in the latest reporting period are (1) the acceleration of MILOB production, (2) the processing of one exceptionally productive KH mission, (3) the step-up of the struggle in Laos and Vietnam, and (4) numerous requests for special-purpose visual aids.

3. A statistical summary of division activity follows. In this summary, National Projects include those in the 11000, 22000, 55000, and 66000 categories; Departmental Projects are those in the 30000, 40000, 77000 and 88000 categories; and General Operations include all projects in the 99000 category.

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

SECRET

SUBJECT: Publications Division Report for 31 January through
27 February 1965

	<u>NAT</u>	<u>DEPT</u>	<u>GEN OPS</u>	<u>TOTAL</u>
Analysis Phase:				
Backlog of projects in analysis at beginning of reporting period	165	26	12	203
New projects received during reporting period	267	17	51	335
Analysis completed	221	32	55	308
Projects sent to signoff	148	14	5	167
Projects received from signoff	146	12	1	159
Projects cancelled	9	0	0	9
Backlog of projects at end of reporting period	165	26	12	203
Production Phase:				
Backlog of projects in PD production at beginning of reporting period	166	7	11	184
Projects received in PD for production	202	20	55	277
Projects transmitted to PSD during the reporting period	247	12	5	264
Other projects completed during the reporting period	19	2	41	62

SECRET

SECRET

SUBJECT: Publications Division Report for 31 January through
27 February 1965

Production Phase cont'd:

	<u>NAT</u>	<u>DEPT</u>	<u>GEN OPS</u>	<u>TOTAL</u>
Total PD production during the reporting period	266	14	46	326
Backlog of projects in PD production at end of reporting period	102	13	20	135

4. Division personnel worked a total of 2498 hours overtime during the reporting period. Chief causes for this unusually large amount of overtime were the high level of mission support and the urgent demands for special-purpose graphics. A significant amount of overtime was also utilized to move the big load of MILOB's.

5. As shown in paragraph 3, the division commenced the reporting period with 203 projects in analysis, and, during the reporting period, received 335 others for a total of 538 projects, a very heavy workload. Completion of 308 projects resulted in but a modest increase in the backlog, to 221 projects at the end of the reporting period.

6. In spite of the receipt of 277 projects in PD production, the backlog was cut sharply from 184 at the beginning to 135 projects at the end of the reporting period. Even so, the backlog remains large and requires a continuation of coordinated efforts to (1) fill position vacancies in the division, (2) increase further the efficiency of operation, (3) streamline organization and operation procedures and (4) automate certain phases of production.

50X1

Chief, Publications Division, NPIC

SECRET